



Teacher Laptop User Manual

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2. Overview



Clearfield's teacher devices are convertible laptops/tablets with a touch screen and were built specifically for education. The operating system is Windows 10 for Education. The 2018-19 device is the Dell Latitude 3390 2-in-1 convertible with a 13.3" touchscreen. Every teacher desk will have a Dell Dock ready to connect peripherals to the laptop.

The laptop storage is a Solid State Drive, no spinning parts and can be moved around freely while powered on.

Every teacher has received a *Teacher Laptop Guidelines* booklet via email and also offered a paper copy when accepting the laptop. The Teacher Laptop Guidelines contain information on acceptable and responsible use as well as basic care tips.

Download a copy here:

[Teacher Laptop Guidelines](#)

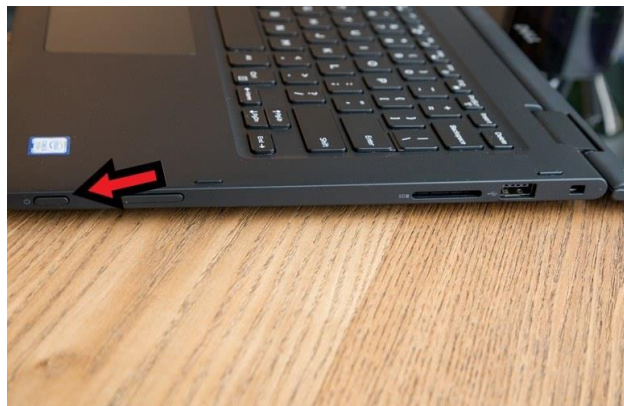
This Teacher Laptop User Manual covers more specific info on how to perform **basic functions** with the laptop as well as the dock.

3. Powering On / Charging



The Dell Latitude 3390 power button is located on the right side at the front corner (see Figure A). If screen does not come on in a few seconds your battery may be low. Plug the power adapter (charger) to the port located on the left side at the rear corner (see Figure B)

**See section 7 for alternate way to power on when connected to the Dock*



1 - Figure A



2 - Figure B

4. Logging on



After the laptop boots the system, you will see the Lock Screen. (see Figure C)
Press any key and the Login Screen appears (see Figure D)

The background image on the screen may be different from those shown.

Each user has a Clearfield Domain Account which is used to log in to the laptop.

The user name looks like this: smithd1234

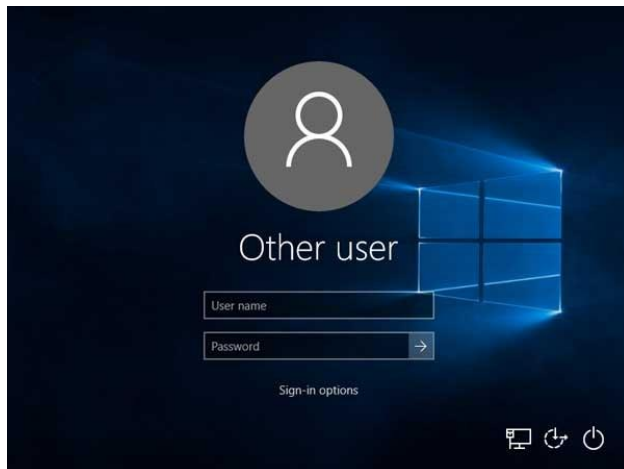
Enter your user name and password to log in to the Windows 10 Desktop.

Once your desktop screen appears you are ready to use the laptop.

Your network share drives and Home Directory x: are only available when connected to the CASD Network, wired or wireless.. For access to your files elsewhere you can use your Office 365 One Drive.



3 - Figure C



4 - Figure D

5. Use as a stand alone laptop



This does not need much explanation. It's a laptop, it's mobile and can be connected to any WiFi .

When in school, the device is configured to connect automatically to the secure CASD Wireless. At other sites you will have to connect to the wireless according to the methods used at that site.

When your device is attached to a dock, the network is connected through wired Ethernet on the CASD network.

Although the laptop is wireless, when at your desk, it is suggested you use the dock for power and wired connectivity (**Wired connectivity is always faster than Wi-Fi**). Even if you choose to not use the monitor, mouse and keyboard, *when using as a laptop*, you should connect to the dock for the best experience.

(See section 7 of this manual for more info on the dock.)

6. Use as a Tablet





The Dell Latitude 3390 is a 2 in 1 convertible device. **The screen is a touch screen and can be used as a tablet.** When the screen is folded over past a certain point the keyboard is disabled (the keyboard disengages when the screen is just a few degrees beyond the 180 degree point and the keyboard backlight will turn off). Disconnect it from the dock, fold the screen completely over and hold as a tablet or fold it partially and use as a tablet on a stand. *When away from your desk and using as a tablet, Wi-Fi connectivity is the obvious choice.*

The tablet can be used in 2 different Windows 10 modes. When you first flip the screen over to use as a tablet, a dialogue box asks you if you want to switch to Tablet Mode.

Choose No to keep using **Windows 10 Desktop** This is the familiar Windows desktop you normally use on a Windows computer. It works in both Landscape and Portrait orientation and there is an icon to bring up an on-screen keyboard on the task bar, bottom right. Your finger or stylus is your mouse. Tap or double tap a program icon to start an app. Hold your finger down on the screen for a few seconds and release to simulate a right-click with a mouse to bring up a context menu.

Choose Yes to have the screen switch to Windows **Tablet Mode**. Tablet Mode is a user interface that looks similar to Android and IOS screens or the Windows 10 Start Screen, and is an option that may sometime enhance your user experience over the traditional "Desktop". It is mostly a personal choice but some Windows apps may work better in that mode. As in the "Desktop Mode", you use your finger or stylus to manipulate the items on the screen.

7. Connecting to a Dock



On every classroom desk you will find a dock (or docking station). The dock is connected to power, a monitor, and keyboard, mouse, and network (and in some instances your Smart Board and Projector). (See Figure A)

Connect the only cable that is permanently attached to the dock, to the laptop. (See Figure B)

If the laptop is closed and powered down, check the status of the light on the cable end where it plugs into the laptop. If lit, you can just press the button on the dock to turn the computer on. If the cable end does not light up when connected, you will need to open the laptop screen, turn it on with the laptop on / off button. (See Section 2, Power on/Charging).

You may close the laptop screen, set it aside and work on the full size monitor, keyboard and mouse.

The advantage to using the dock is that you essentially get a full "Desktop" experience with the larger screen and wired network etc.



5 - Figure A



6 - Figure B